

September 19, 2007 started the meeting at 12:40

MSC – User Services Circulation Committee Meeting

In attendance:

Ken Adams	Jess Tobin	Claire Morton	Patty Jones
Mary Jo Stanislao	Carrie Terrell	Kathy Roberts	Jane Gardner
Sue Sillick	Sinda Puryer	Dawn Kingstad	Jodi Teeple

The responsibility of the minutes will rotate alphabetically. It was Frenchtown's turn today.

Old Business: Minutes from last meeting accepted 'as is'

Training materials:

It was discussed that we are still in need of a standardized training manual. Claire asked for anyone with packets with standardized guidelines to forward them to her.

For next meeting Claire will look over older material, review, and put together a packet for all to look over.

This will be ready approximately 2 weeks before the next meeting.

There were suggestions to have the notes put together in outline format or power point to improve the view ability.

One area that Claire needed more input on was patron registration guidelines. There will need to be different settings for schools with fewer mandatory fields

Jane said she'd create a school set of fields & submit to Claire.

Other ideas for the manual? Use of screen shots were discussed – should we include them in the manual or not? We agreed that they outdated quickly, but were good visually. No actual decision was made.

Frequency of meetings:

Training needs will be addressed with fall membership meeting. Maybe more ideas will arise there.

Long overdue report

Jess ran one in the test environment with Msla Public as the test subject

Home location doesn't change. Just breaks the current location to "long overdue"

The report can show due date, call number, etc. Claire likes the format. There were several ways to customize the report to meet the needs of each location.

Steps to take:

1st assumed lost report – overdue for certain time frame

Current location is now lost assumed

Shadowed in iBistro

Patron gets a bill

Item remains checked out to the patron but it is now inactive checkout, not active

2nd Process Long Overdue Report

Breaks the connection between patron and item

Can now discard the item

Can place a bill on user's account or not (misc. bill)

A note is created stating all info regarding lost item
There is a processing fee billed separately – optional feature

****Sue is on the agenda to discuss this at the Fall Meeting in Kalispell**

If that patron tries to check something else out,
BLOCKED patron alert comes up

There are notes regarding why and the item associated with it

- The popup box is small, so please scroll to read all notes!!
- If/when the patron pays for the item, you'll have to manually remove this note
- You will also have to manually discard each title and delete if this is your process
- With the PLO report, you may use the option to BAR a patron instead of BLOCKED if preferred
- Jess is still recommending running the PLO report
- This reduces the manual entry
- Ties with goal to clean up catalog
- Default price issue: Jess will discuss at Fall Meeting
- Minutes will be taken at this meeting and posted on the webpage

Suggestions for people to use reports, guidelines as to when a book is "lost" is up to each individual library. Recommendations will be made, but final decision is up to each location. Members discussed examples – 30 days, 60 days, 90 days, etc.

Unique:

Still thinking about going with Unique

They will definitely try it after PR person is hired

Msla and Flathead are trying on their own – turning over to collections after 60 days.

Msla is running a trial period

Great Falls, and other libraries rave about Unique and the ability to collect

Downsides – It is Expensive

Discussion between amount of work for more frequent billing with faster collection time v less work, running report less often, but collecting slower, if at all.

Next Meeting:

Fall Meeting is October 5

Our next meeting will be the week of the 16th

Minutes by Jodi Teeple – Frenchtown High School